
Training Administrator

CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

The **Knowledge Translation Unit (KTU)**, part of The Health Foundation of South Africa, is on a mission to **enhance the quality of primary healthcare for underserved communities**. We take cutting-edge research and translate it into practical, evidence-based solutions that healthcare providers and systems can implement. Through collaboration and innovation, the KTU empowers health systems to make a real difference in the communities they serve.

If you are passionate about organizing impactful events, enjoy working with people, and have the drive to manage multiple responsibilities in a dynamic environment, this role is for you!

Minimum Requirements:

- BA or BCom degree (or equivalent).
- A minimum of 5 years' experience as an administrator or in a similar role.
- Valid Code 8 driver's license with a reliable vehicle.

Skills and Expertise:

- Proficiency in Microsoft Office, with advanced Excel being a plus.
- Familiarity with project management tools (e.g., MS Teams).
- Experience with digital learning technologies (webinars, video conferencing, eLearning, LMS)
- Competence in Microsoft office suite with advanced Excel skills advantageous.
- Organised and administratively strong, experience with project management apps (e.g. MS Teams)
- Competence in digital learning technologies (e.g., webinars, video conferencing, eLearning, Learning Management Systems).

Personal Attributes:

- Detail-oriented with high standards for quality.
- Strong verbal and written communication skills in English.
- Problem-solving mindset and the ability to make decisions under pressure.
- Self-motivated with the ability to work independently and as part of a team.
- High emotional intelligence, with empathy for the needs of diverse stakeholders.

Responsibilities:

- **Event Coordination:** Manage training events from start to finish, including booking venues, catering, and accommodation.
- **Client Communication:** Serve as the point of contact for clients and trainees, ensuring seamless coordination.
- **Budget Management:** Monitor expenses and manage the training budget effectively.
- **Training Material Preparation:** Collaborate with trainers to prepare and distribute training resources.
- **Event Hosting:** Host both in-person and online training sessions, ensuring top-quality delivery.
- **Webinar Management:** Book presenters, manage webinar logistics, and promote events.
- **Online Learning Support:** Administer online course platforms, monitor attendance, and provide technical support.
- **Continuous Improvement:** Collect feedback from attendees and report on event outcomes to enhance future training.

Your expertise is valuable to us.

Remuneration will be commensurate with your qualifications and the breadth of your experience.

How to apply:

Send email to KTU-HR@uct.ac.za with the subject 'Training Administrator'

- Attach:
 - CV
 - Motivation letter
 - Certified copy of highest qualification
 - Include details of three (3) current contactable referees

Only applicants who have completed both applications steps, will be considered.

The closing date for applications is 25th October 2024.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

Why Join us?

At KTU, your work will have a direct impact on **health outcomes in underserved communities.**

We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives.

We reserve the right not to appoint if no suitable candidates are identified.

For more information about the organization please visit our website at www.knowledgetranslation.co.za

Vision:

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers and communities.